

10 September 1999

Personnel



**PERSONNEL INCIDENT NOTIFICATION
PROGRAM**

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OPR: 507 ARW/CCE (Capt Ralph B. Hawkins)

Certified by: 507 ARW/CC (Brig Gen Jon S. Gingerich)

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This instruction implements AFRD 36-29, *Military Standards*, Jun 96; and AFI 36-2907, *Unfavorable Information File (UIF) Program*, Jul 96, establishing 507th Air Refueling Wing (ARW) procedures for the HQ AFRC/CV directed program to upchannel significant incidents of misconduct or adverse actions in a timely manner.

SUMMARY OF REVISIONS

This revision updates and streamlines previous guidance.

1. Responsibility:

1.1. It is the responsibility of the Wing Commander to upchannel information concerning personal misconduct, inappropriate behavior, or UCMJ/civilian law violations committed by reserve members within twenty-four hours after the incident or upon learning of the allegations, to the AFRC/CV via e-mail using PIN format.

2. Unit Responsibility:

2.1. It is the responsibility of the Group Commander, Squadron Commander, Squadron First Sergeant, supervisor, or highest ranking on-scene individual to upchannel actions through the chain of command as soon as possible. All commanders should exercise their judgement concerning the severity/gravity of each incident, but when in doubt, forward the information. See attachment for the consolidated Personnel, Security Forces and Judge Advocate checklist.

3. Reportable Offenses:

3.1. Allegations of misconduct include: Officer misconduct, racial offenses, sexual offenses, unprofessional relationships, fraternization, arrests, or convictions by civilian authorities for anything except minor traffic violations.

4. Reporting Format:

4.1. When reporting the action up the chain of command, use the format that follows. The Wing Commander will use a similar format when sending the report via e-mail:

- | | |
|--|--|
| A. Date | example: A. 16 Dec 95 |
| B. Unit/Organization | B. 507 ARW Tinker AFB, OK |
| C. Grade/Rank/Name | C. 02/1 LT/Joe B. Donuts |
| D. Summary of Incident | D. Member arrested at 0200 hours and charged with drunk driving. |
| E. Local Staff Agencies Aware/Notified | E. 507 ARW/JA, 72 ABW/SPS |

5. Program Intent:

5.1. The intent of this program is to obtain early notification, not to review actions against reserve members.

JON S. GINGERICH, Brig Gen, USAFR
Commander

Attachment 1

**CONSOLIDATED CHECKLIST
(DPM, SFS, and JA)**

I. DPM CHECKLISTS

OPR/EPR DUE? (Consider appropriateness of delaying close-out, making it a referral, or even doing one, etc.)

Projected promotion? Next board? Line number for promotion? (Consider delaying removing from list, NQP, PRF, etc.)

C. Decoration in the works? (Consider withholding it until case is decided)

D. Training classes? (PME, formal school, etc.)(Consider withholding until case is decided)

Reenlistment/Retirement? (Consider denial of reenlistment/voluntary extension if appropriate or delay in retirement)

F. Relocation/PCS/Separation actions? (No NARS until issues decided)

G. Intra-base moves pending?

H. ART/traditional reservist?

I. Temporarily relieved from position? (Commander, supervisor, etc.)

II. SFS CHECKLIST (Wing/CC's should follow the following items)

A. Evaluate case against DoD 5200.2R, AFI 501/AFRC Sup 1.

B. Check with SPAR for prior record of offenses.

Which investigative agency involved? (OSI, SPOI, CIV, etc.)

Does subject occupy position in which he has access to classified info, unescorted entry into restricted areas or access to sensitive resources such as drugs, firearms, funds, etc.?
(Consider withdrawing any or all of these.)

Should SSF be established?

Notify 497 IG/INS of subject's security clearance being "pending adjudication" as necessary.

NOTE: AFRC/SP WILL EVALUATE THE INCIDENT AND IF APPROPRIATE WILL CONTACT THE WING/CC.

III. JA CHECKLIST

A. Case coordinated with local JA(s)

CRITICAL PRIORITY/URGENT SF/DPM ACTIONS ARTICULATED TO JA FOR COORDINATION
WITH APPROPRIATE UNIT AGENCIES FOR IMMEDIATE ACTION

B. Status of case/investigation.

Local commander reaction and possible/probable action if case is substantiated (CC

response to SFS/DPM checklist items/planned admin/disciplinary/personnel actions)

Date of next required update from local JA. (Make notification prior to this date as needed
to keep HQ AFRC/JA current).